

SERVICE ACADEMY NOMINATION APPLICATION
Congressman Mike Gallagher
Class of 2022

APPLICATION CHECKLIST

- ☐ APPLICATION, including the four-page form and your responses to the additional information section.

- ☐ Official copy of ACT or SAT scores – must be an **official** copy of test scores mailed **directly** to my office and received by my office on or before Oct. 13, 2017. Please keep in mind that scores arrive by mail several business days after you submit the request on the SAT/ACT website. See Class of 2022 Fact Sheet for further instructions.

- ☐ Official high school transcript sealed by school. Transcript must be in a sealed, unopened envelope. If enrolled in post-secondary education, include a current transcript as well in an envelope sealed by the institution.

- ☐ Recommendation letters from your English, Math, and Science teachers. Each teacher must place her/his letter in a sealed envelope and sign her/his name across the seal.

- ☐ Recommendation letter from your school principal or counselor. The principal/counselor must place the letter in a sealed envelope and sign her/his name across the seal.

- ☐ Recommendation letter from another person who has known you for at least three years and who is not your relative. The person must place the letter in a sealed envelope and sign her/his name across the seal.

- ☐ A recent photograph of yourself is requested, but not mandatory. If you decide to include, please print your name on the back of the photo.

All documentation, except your ACT/SAT test scores (see directions above), should be submitted together in one packet on or before Friday, October 13, 2017. Failure to submit any requirement on this checklist will result in an incomplete application. Incomplete applications are ineligible to be considered for a nomination from my office. **No late applications will be accepted.**

Please submit your completed application to my office on or before October 13, 2017 addressed to:

Congressman Mike Gallagher
Attention: Emma Buttke
1915 S. Webster Avenue, Suite D
Green Bay, WI 54301